Index

_		
Ethics Statement for Public Library Trustees, 6-3		
7		
·7,		
٠٠)		
te),		
5-1		
D- I		
(D		
t		

funding Montana laws and libraries, continued Coal Severance Tax, 11-4 budgeting, 12-1 Code of Ethics, 4-5, 6-1 federal resources, 11-4 Constitution of Montana, 4-1, 5-1 local resources, 11-1 Direct State Aid to Public Libraries for Per state resources, 11-3 Coal Severance Tax, 11-4 Capita, 4-3 District Libraries, 4-3 Information Access Montana Act, 11-3, 4-2 Free Public Libraries, 4-1 Information Access Montana Act, 4-2 glossary, Appendix A Library Federations, 4-4, 18-5 Library Records Confidentiality Act, 4-3 Guidelines for Preserving Public Trust, 6-4 Montana State Library, 4-6 Montana State Library Commission, 4-5 hiring the director, 7-1 Multijurisdictional Service Districts, 4-3 Open Meeting Law, 3-4, 4-4 How to Talk about the Library, 16-2 Public Library Standards, 4-6, Appendix B Reimbursement to Libraries for Interlibrary interlibrary loan reimbursement program, 4-2, Loan, 4-2, 11-3 11-3 Montana Library Association, 1-4, 18-6 Institute of Museum and Library Services, 18-8 Montana Library Certification Program, 7-9 Library Bill of Rights, 5-5 Montana Library Federations, 4-4, 18-5 Library Board Education Program, 1-4 library foundations, 17-2 Montana State Library and Montana law, 4-6 calendar of events and deadlines, Library Services and Technology Act, 4-7, 11-4 Appendix C Digital Library, 18-4 library staff, 9-1 Library Development Division, 18-2 Montana Library Directory, 18-1 marketing the library organizational chart, 18-3 planning, 16-1 Talking Book Library, 18-4 politics, 16-7 publicity, 16-2 public relations, 16-3 Montana State Library Commission, 4-5, 18-2 Stategic Marketing Checklist, 16-8 What's Your Story?, 16-6 Montana State Librarian, 18-2 Mountain Plains Library Association, 1-4, 18-6 mill levies, 11-1 Montana laws and libraries orientation of Board members, 1-2 Administrative Rules of Montana, 4-1 Big Bill, H.B. 124, 4-4 Pacific Northwest Library Association, 1-4, 18-8 children's rights, 5-3

```
planning
   disaster, 15-5
   facilities, 15-4
   long-range planning process, 15-2
    public relations, 15-5
   technology, 15-4
policy
    collection management policy, 5-1
    confidentiality of records policy, 5-3
   making policy, 14-2
    public participation policy, 3-4
   suggested list of policies, 14-4
public relations 16-3
Samples
   budget planning calendar, 12-2
    director evaluation forms, 10-7
    mill levy timeline, 11-2
    policy list for public libraries, 14-4
    press release, 16-5
   public participation policy, 3-5
    request for reconsideration of library
       resources form, 5-4
    strategic marketing checklist, 16-8
Telecommunications Act of 1996 (E-Rate),
       4-7, 11-5
Trustee (also see Board)
   advocacy in political arena, 16-7
    appointment as per Montana law, 4-2
    complaints, handling of, 5-2
    code of ethics, 4-5, 6-1
   job description, 2-3
   orientation, 1-2
    role and responsibilities
       overview 2-
       compared to director's roles and
          responsibilities 3-7
       working with the director, 8-1
       working with staff 9-1
   How to Talk about the Library, 16-2
```

What's Your Story?, 16-6